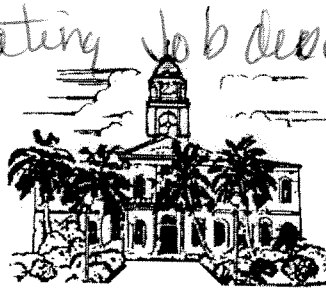


Reposting due to updating Job desc.



County Administrator
Administrative Services Department
Personnel Section
1100 Simonton Street, 2nd Floor
Key West, FL 33040



BOARD OF COUNTY COMMISSIONERS

MAYOR Dixie M. Spehar, District 1
Mayor Pro Tem Charles "Sonny" McCoy, District 3
George Neugent, District 2
David P. Rice, District 4
Murray E. Nelson, District 5

Posting Date



MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF **SR ADMINISTRATOR ASSISTANT BUILDING OFFICIAL, BUILDING, P.K.**

IS NOW OPEN AT PAY GRADE **11** / SALARY, **\$45,042.00 - \$56,301.00 - 40 HPW**
(DEPENDING ON QUALIFICATIONS.)

| | |
|--|---|
| • VETERANS PREFERENCE AVAILABLE: | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| • SAFETY SENSITIVE POSITION: | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| • GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED) | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| THIS POSITION: | |
| <input checked="" type="checkbox"/> IS A CAREER SERVICE STATUS POSITION. | |
| <input type="checkbox"/> IS NOT A CAREER SERVICE STATUS POSITION. | |

In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.


HUMAN RESOURCES

MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

GMBLG037

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR ADMINISTRATOR ASSISTANT BUILDING OFFICIAL-PK

Date: 1/27/05

Position Level: 11

FLSA Status: Exempt

Class Code: 11-6

GENERAL DESCRIPTION

Primary function is to assist the Building Official in directing, managing, supervising and coordinating the activities and operations of the Upper Keys Building Department office, and to perform plans examination to ensure compliance with the various codes, ordinances and regulations governing construction and maintenance of commercial and residential buildings, structures and facilities.

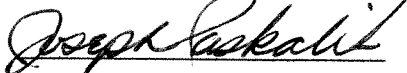
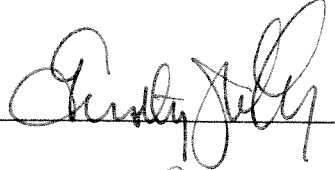
KEY RESPONSIBILITIES

1. * Reviews all building permit application files, prior to issuance, for the appropriate approvals from the assigned reviewers for compliance with the appropriate codes and regulations prior to final approval and issuance.
 2. * Analyzes each permit application for compliance of Codes, Regulations, and policies for the County, State and Federal Agencies, including the review of architectural and structural engineering plans and supporting documents for compliance with codes, ordinances and related laws and regulations .
 3. * Performs Administrative duties which consist of supervising employees, prepares evaluations, approves time sheets, trains new employees, coordinates workloads and is responsible for the daily deposits.
 4. *Confers with contractors, architects, engineers, property owners and others regarding compliance with and interpretation of building, handicap, energy and various other codes and ordinances being enforced by the county.
 5. * Calculates square footage for building permit fees, radon surcharge and contractor recovery fees.
 6. * Provides assistance to the general public on requirements for applying for construction or alteration permits and the related fees.
 7. Informs inspection staff of new changes in the Codes and Regulations.
 8. Reconciles difficult situations sometimes involving upset citizens and Contractors.
- * Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

KEY JOB REQUIREMENTS

| | |
|---|--|
| <i>Education:</i> | Bachelor's Degree required. A combination of education and experience may be substituted for the formal education requirement. |
| <i>Experience:</i> | 5 to 7 years. |
| <i>Impact of Actions:</i> | Makes decisions and final recommendations which routinely affect the activities of an entire department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department. Position duties may include responsibility for developing strategic plans for one or more divisions. |
| <i>Complexity:</i> | Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues. |
| <i>Decision Making:</i> | Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project. |
| <i>Communication with Others:</i> | Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures. Position requires considerable tact, discretion and excellent verbal skills. |
| <i>Managerial Skills:</i> | Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal and supervising multiple functions, with full responsibility for effective operation and results. |
| <i>Working Conditions/ Physical Effort:</i> | Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements. |
| <i>On Call Requirements:</i> | None. |
| <i>Other:</i> | Minimum requirement: Must possess Standard Plan Examiner certification and be qualified to obtain a Provisional Building Code Administrators License issued by the State of Florida within 90 days. A Standard Building Code Administrators License will be required within one year of employment. |

APPROVALS*Department Head:*Name: JOSEPH PASKALIK Signature:  Date: 6-1-05*Division Director:*Name: Timothy J. McGarry Signature:  Date: 6/1/05*County Administrator:*Name: Thomas J. Willi Signature:  Date: 6/2/05

On this date I have received a copy of my job description relating to my employment with
Monroe County.

Name: _____ Signature: _____ Date: _____